Using Acrobat Reader

What is Acrobat Reader?

Adobe Acrobat Reader allows anyone to view, navigate, and print documents created in the Portable Document Format (PDF), as well as to fill out forms created with Acrobat.

Acrobat Reader is distributed free of charge by Adobe. Click here to download a copy.
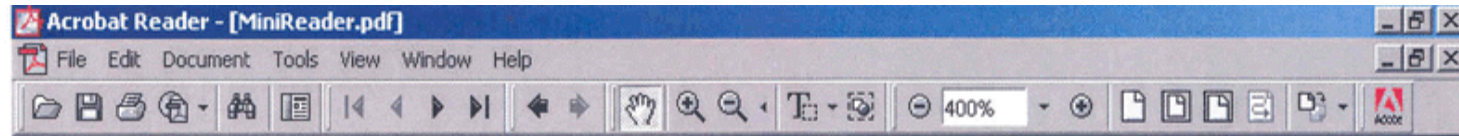
What is a PDF file?

A PDF file lets you view and print a document exactly as the author designed it, without needing to have the same application used to create the file. For this reason, PDF has become the de facto standard for electronic distribution of documents because it Is the best way to keep the look and feel of the original document intact.

Acrobat Reader Toolbar

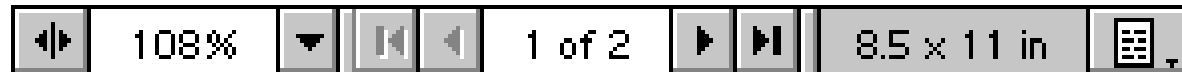Below is the Acrobat Reader 5.0 toolbar:

Accessing hidden tools

If a tool has a small black triangle in its lower right-hand corner, then it has a hidden toolbar associated with it.

To activate a hidden toolbar, place your cursor over the parent button. When you click and hold down the left mouse button, the hidden tools appear. To select one of the tools, keep your mouse button pressed and move the cursor over the desired tool's icon. The tool's button will appear pressed in, indicating it has been selected. Release the mouse button. The hidden toolbar disappears and the main toolbar now shows the icon for selected tool.

Acrobat Reader Status Bar

Below is the status bar that is found at the bottom of the Acrobat Reader window:

Opening PDF documents

There are two ways to open PDF documents:

Tool	Description
	From within Acrobat Reader: Click the Open button in the toolbar (or choose File > Open from the menu). In the Open File dialog box, select the filename, and click Open. (PDF documents have the file extension, .pdf.)
<filename>.pdf	**From a folder:** Double-click the filename (or icon) of the PDF document in your computer's file system.

Exploring a document

Acrobat Reader has a number of tools to let you navigate through a document:

Tool	Description
	Moving around the Current Page: The simplest way to move around the current page is to use the hand cursor. Press the left mouse button and the hand becomes a fist, grabbing the page. With the mouse button held down, you can drag or push the page anywhere on the screen. The vertical scroll bar on the right of the screen lets you move up or down the page by line (via the arrows), by half-page (click in the scroll area), or by user-selected distances (drag the scroll button).
	Paging through a Document: These arrow keys (in order from left to right) let you move to the first, previous, next, or last page of your document.

Tool	Description
← →	**Viewed Pages:** These arrow keys let you move backward and forward through the pages you've already viewed in the order you've viewed them.
1 of 84	**Go-To Page:** To jump to a specific page, click the page number box in the status bar at the bottom of the main window, type the page number, then click OK.
	Navigation Pane: If the author of the document has defined thumbnails or bookmarks for the document, then you can use the navigation page to browse through the document using either palette. You can also navigate the document by following the links established by the author. When you position the cursor on any of these links, it will change from its default form to the standard Internet pointing finger cursor. Click on the link and you will move to the referred section of the document.

Viewing Options

You can use the zoom, fit-page, and rotate tools, as follows, to adjust the view of the document displayed on your screen:

Tool	Description
	Increase magnification: Select the zoom in tool on the document page to double the current magnification. Or you can click the magnification box in the status bar and choose a magnification level. If you choose Zoom To, type in the magnification level and click OK.
	Decrease magnification: Select the zoom out tool while holding down Ctrl (Windows) or Option (Macintosh) and click at the center of the area you want to reduce. Or you can click the magnification box in the status bar and choose a magnification level. If you choose Zoom To, type in the magnification level and click OK.

Tool	Description
	Actual Size: Sets the zoom of the page to 100%.
	Fit Page In Window: Makes the current page fit inside the window.
	Fit Page Width Inside Window: Makes the visible width of the current page fit inside the window.
	Rotate: These buttons let you rotate pages clockwise or counterclockwise for easier viewing**.**

Searching for text

With the Find command, Acrobat Reader helps to find a complete (or partial) word in the current PDF document:

Tool	*Description*
🔍	**Searching for text:** To find a word, click the Find tool (or choose Tools > Find). Choose Match Whole Word Only, Match Case, or Find Backwards.

Completing PDF Forms

Acrobat Reader allows you to fill out forms created in PDF format:

![Hand tool icon]	**To fill out a PDF form:** Select the Hand tool. Position the pointer inside a form field, and click. The cursor changes to an I-beam pointer, allowing you to type text. (NOTE: If the form field is a button, a check box, a radio button, or an item from a list, the cursor changes to an arrow.) After entering text (or selecting an item, check box, or radio button), do one of the following: 1. Press Tab to accept the form field change and go to the next form field. 2. Press Shift+Tab to accept the form field change and go to the previous form field. 3. Press Enter (Windows) or Return (Macintosh) to accept the form field change and deselect the current form field.

Completing PDF Forms (continued)

	4. In a multi-line text form field, Enter or Return goes to the next line in the same form field. 5. Press Escape to reject the form field change and deselect the current form field. Once you have filled in the appropriate form fields, print out the completed form.

Why can't I save the forms I complete in Acrobat Reader?

Acrobat Reader does not allow you to save completed forms to disk. It only lets you complete form fields and print out the completed PDF form. When you quit out of the application, the data you input is lost. If saving completed forms is desired, you will need to purchase either Acrobat Business Tools or the complete Acrobat suite.

Click here for a detailed comparison of all of the Acrobat products.

Printing PDF documents

Acrobat Reader allows you to print PDF documents, as well as completed PDF forms:

File > Print	**To print:** Choose Print from the File menu. Specify the printer, page range, number of copies, and other options, then click OK.
🖶	To print the entire document, click on the printer icon.

I need more help . . .

If your Acrobat Reader question wasn't answered above, then you can:

1. Access Acrobat Reader's online guide using Help > Reader Guide; or,

2. Click here to query Adobe's support database on Acrobat Reader.